



Opening Date:	April 9, 2015	Closing Date:	April 23, 2015
Job Title:	District Court Clerk I/II - Criminal/Traffic	Position Type:	Regular Full Time
PIN:	083581	FLSA Status:	Non-Exempt
Location:	District 10, Howard County Ellicott City, Maryland	Grade/Entry Salary:	Level I - J05 \$28,973 - \$34,289 Level II - J06 \$30,761 - \$36,447
Financial Disclosure:	No		(Depending on Qualifications)

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work and/or cashiering functions involving criminal/traffic court proceedings. Prepares the serious traffic docket for court and processing all serious traffic postponement requests, requests to strike bench warrants and other motions. Resets cases with agreed dates from attorneys and looks in tickler files for any causes to be reset. Enters information in the computer on each case where a request has been made. Answers phones and assists at counter. Handles miscellaneous filings dealings with serious traffic issues.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Proficiency in typing, data entry or word processing.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.